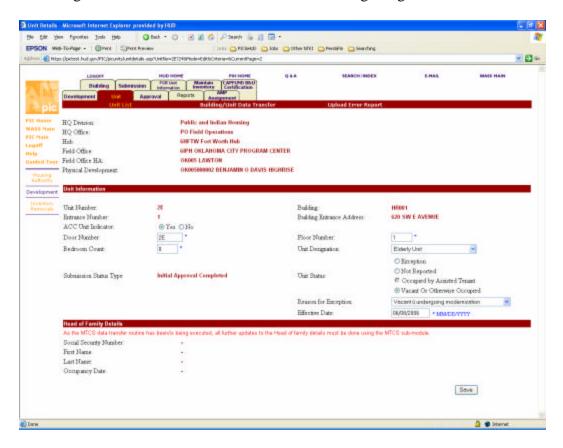**How to merge a unit into another unit**.

A PHA might want to merge two smaller units into one larger unit to better its market demand. For example, two 0-bedroom units might be merged into one 1-bedroom unit. There are two parts to the task.
  1. Increasing the number of bedrooms for the unit that will continue to exist.
  2. Marking the unit that is ceasing to exist as a "Merged unit".

Increasing the number of bedrooms requires the HUD or HA user to navigate to the unit detail screen for the unit that will continue, changing the number of bedrooms, then clicking "Save".
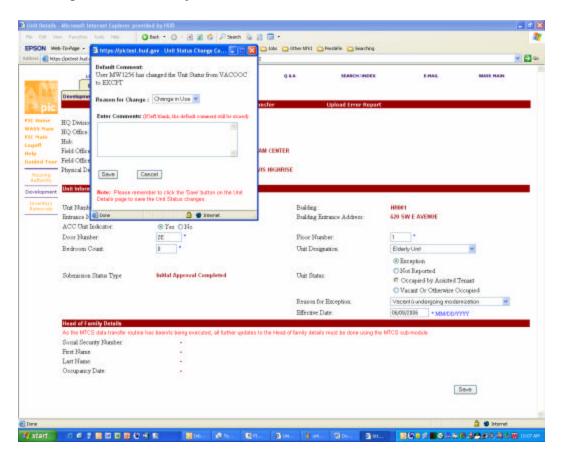

To mark the other unit as a merged unit, a HUD user will use the following steps.

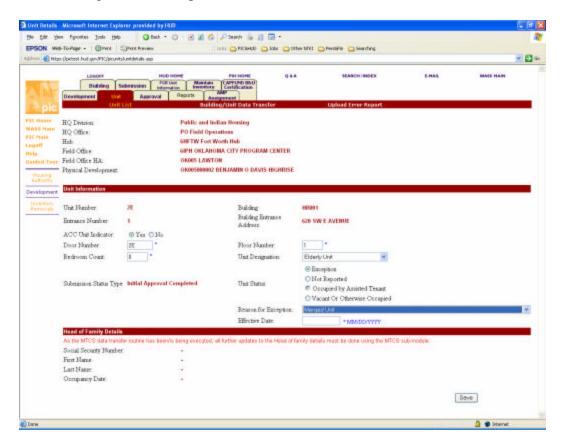1. Navigate to the unit detail screen for the unit being merged into another unit.

2. Click the "Exception" button.

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3. A comment dialogue box appears. Enter a comment explaining what the exception is and/or its justification.

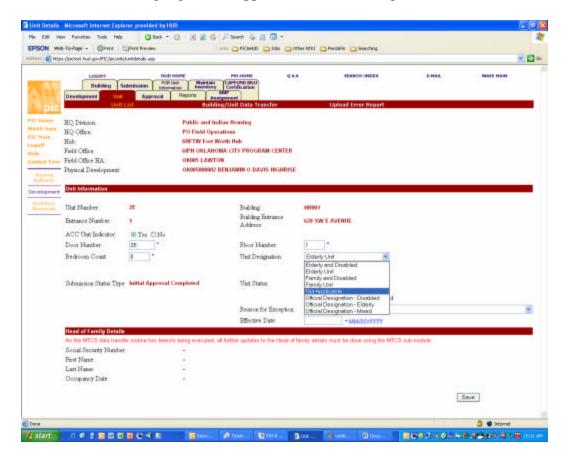4. Click "Save" to save your comment. The screen will change like the next screen shot.

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5. Now the "Reason for exception" pull down list is enabled. Click the triangle on the right end of the pull down to see the choices.
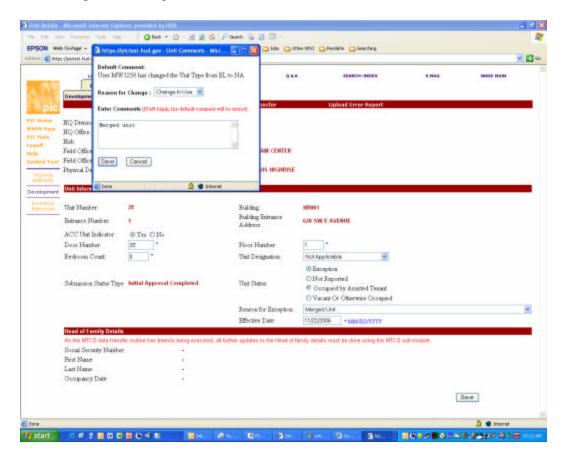

6. Choose "Merged unit". DO NOT choose "Conversion unit" (this choice is being removed soon). Enter an Effective Date for the unit merger.

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7. Now the "Unit Designation" pull-down list is enabled. Click the triangle and scroll down to highlight "Not applicable" (for the merged unit).

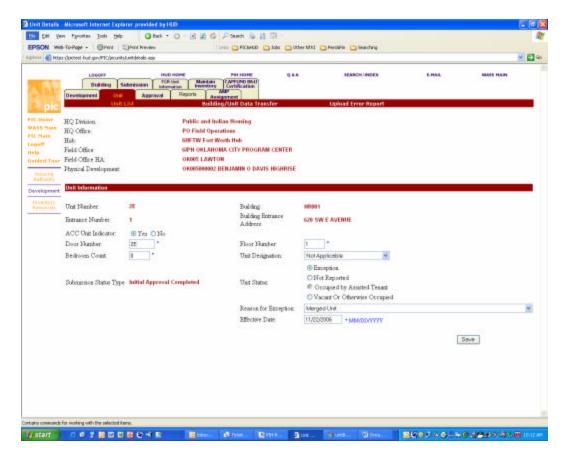**How to merge a unit into another unit**.

8.   Another comment dialogue box will open. Say when it is not applicable
     ("Merged unit" is good reason>.) Click "Save".

9. Click the "Save" button on the lower right corner of the screen.

How to merge a unit into another unit.

10. When you are finished, the screen will look like this. Note the following fields are different:
    - Unit designation (not applicable).
    - Unit status (exception).
    - Reason for Exception (Merged unit).
    - Effective Date (of the unit merger)

11. For the changes to fully take effect (for CapFund and historical purposes), the HA must then submit and the Field Office must approve the changes.